



# Online Services for Educators

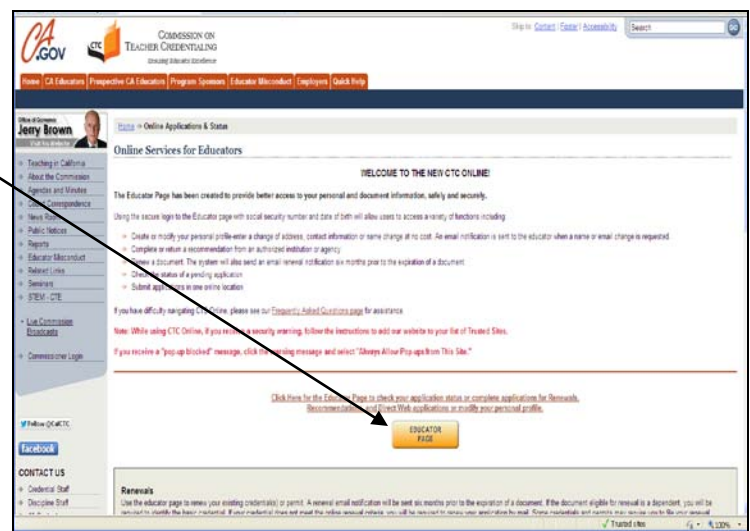
## Quick tips-How to Complete Your Online Recommendation

**Important:** Before beginning the application process, be sure set your web browser to “Always accept pop-ups” from the Commission’s website.

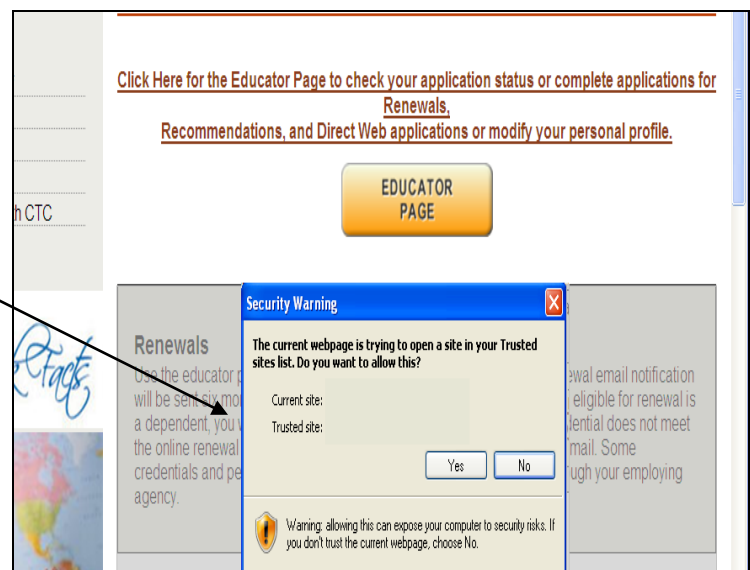
1. From our Home page [www.ctc.ca.gov](http://www.ctc.ca.gov), click the **Online Services for Educators** navigation button



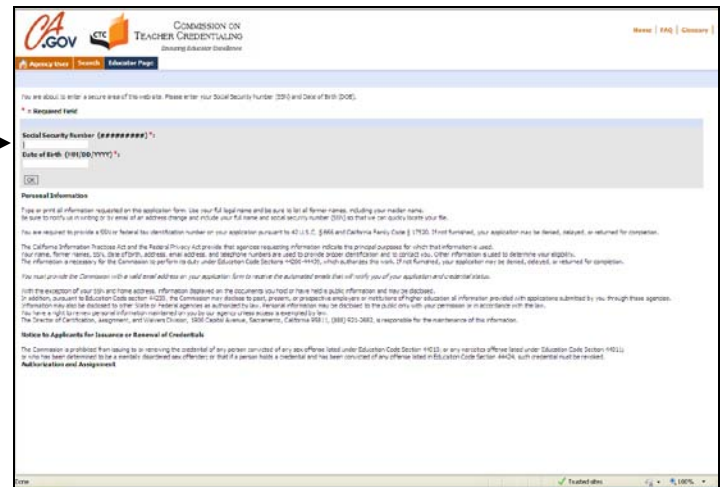
2. Select the **Educator Page** button.



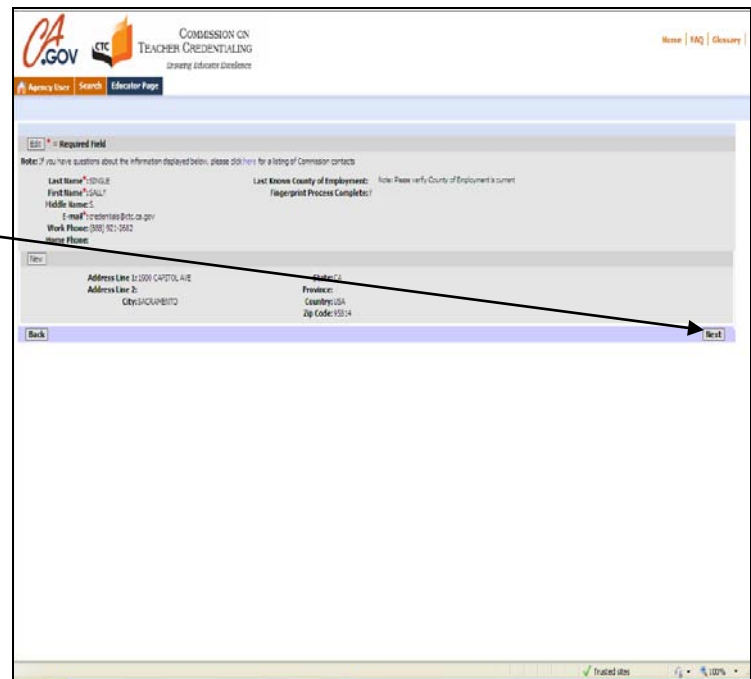
3. You may receive a Security Warning. If so, follow the instructions to add our website to your list of Trusted Sites.



4. Log in to your personal profile on the secure Educator Page using your SSN and date of birth.



5. Verify your personal information on your Profile page. If necessary, you can edit this information here before moving to the next step. When finished, click Next.



6. Your personal Educator Page provides a view of your document history. Under the heading “Recommends,” click on the arrow in the left column to highlight the document your program sponsor or other agency has submitted.

The screenshot shows the Commission on Teacher Credentialing (CCTC) Educator Page. The user is logged in as 'Last Name: PAGE', 'First Name: TAYLOR', and 'Middle Name: APOLLONIA'. The page displays a table of document history with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, and Special Grade. The table lists four documents, including 'Career Substitute Teaching Permit' and 'Multiple Subject Teaching Credential'. Below the table is the 'Recommends' section, which has a 'Complete' button and a 'Return Application to Authorized Agency' button. The 'Recommends' table has columns: Select, Document Title, Term, Application Status, Issue Date, and Return Reason. The first row shows 'Multiple Subject Teaching Credential' with a 'Preliminary' status and 'Awaiting Payment'. The second row shows 'Multiple Subject Teaching Credential' with a 'Clear' status and 'Awaiting Payment'. An arrow points from the text in step 6 to the first row of the 'Recommends' table.

7. Click the drop down box and select “Yes.”

The screenshot shows the same Commission on Teacher Credentialing (CCTC) Educator Page. The 'Recommends' section is expanded, showing a dropdown menu for the 'Select' column. The dropdown menu has two options: 'Yes' and 'No'. The 'Yes' option is selected, and an arrow points from the text in step 7 to the 'Yes' option. The 'Recommends' table has columns: Select, Document Title, Term, Application Status, Issue Date, and Return Reason. The first row shows 'Multiple Subject Teaching Credential' with a 'Preliminary' status and 'Awaiting Payment'. The second row shows 'Multiple Subject Teaching Credential' with a 'Clear' status and 'Awaiting Payment'. Below the table is the 'Renewals' section, which has a 'Renew' button and a 'Select "Yes" next to the Document Title and click "Renew"' button. The 'Renewals' table has columns: Select, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Pick Basic Credential, and Special Grade. The table lists four documents, including 'Career Substitute Teaching Permit' and 'Multiple Subject Teaching Credential'.

8. Select Complete to continue the application process.

If there is an error on the submitted recommendation, enter a Return Reason and select Return Application to Authorized Agency. When a document is returned, it will no longer appear on this page until it is resubmitted by the Authorized Agency.

**NOTE:** Recommended documents will only appear for 90 days until it is purged by the system. If this occurs and you have not completed the application process, the Authorized Agency must resubmit the document.

The screenshot shows the 'Agency User' interface for the Commission on Teacher Credentialing. At the top, there are navigation links for 'Home', 'FAQ', and 'Glossary'. Below the header, there are tabs for 'Agency User', 'Search', and 'Educator Page'. The main content area features a table with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, and Special Grade. The table lists four documents, including 'Career Substitute Teaching Permit' and 'Multiple Subject Teaching Credential'. Below the table, there is a 'Recommend' section with a dropdown menu set to 'Complete'. A 'Return Reason' field is visible. At the bottom, there is a 'Renewals' section with a 'Renew' button and a 'No Records' message.

9. Read the Disclosure page for the Professional Fitness questions and answer "Yes" to continue to the next page.

The screenshot shows the 'Disclosure' page for the Commission on Teacher Credentialing. It contains several sections of questions related to professional fitness, including:
 

- Section A: Questions about criminal charges and disciplinary actions.
- Section B: Questions about licensure and employment history.
- Section C: Questions about professional or vocational training.
- Section D: Questions about licensure and employment history.
- Section E: Questions about licensure and employment history.

 At the bottom, there is a 'Warning' section and a 'Select "yes" or "no"' dropdown menu. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right.

10. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Proceed to Payment. **Click Proceed to Payment only once!**

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Agency User Search Educator Page

Date of Issuance Type Date of Expiration Detailed Description Action Taken

Notice: If you have questions about the information displayed below, please click here for a listing of Commission contacts.

Before you proceed to payment, you must certify (or declare) that all the foregoing statements in this application are true and correct.

To do this, you must:

1. Read the Oath and Affidavit section below.
2. Enter the City, County (if applicable), State, Country.
3. Indicate your agreement by selecting the box next to the Oath and Affidavit statement.
4. If an Online Direct Application User (Direct) and credits are received within 10 calendar days, your application will be no longer be valid.

Click here to view the Online Direct Application checklist.

**Oath and Affidavit**

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

**Required Field**

Date: MM/DD/YYYY

City:

County:

State/Province/Region:

Country:

I Agree: ☐

I understand fees are non-refundable and cannot be waived.

Click here: ☐

Cancel Submit Payment

11. The display shows the document applied for and the amount to pay. Click the Continue button.

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Below is a confirmation of your order. Please review your order and select 'Continue' to proceed to the billing screen.

Product Name	Description	Amount Owed
CCTC Document	Certificate of Competence	\$25.00
	Total	\$25.00

Continue

LexisNexis

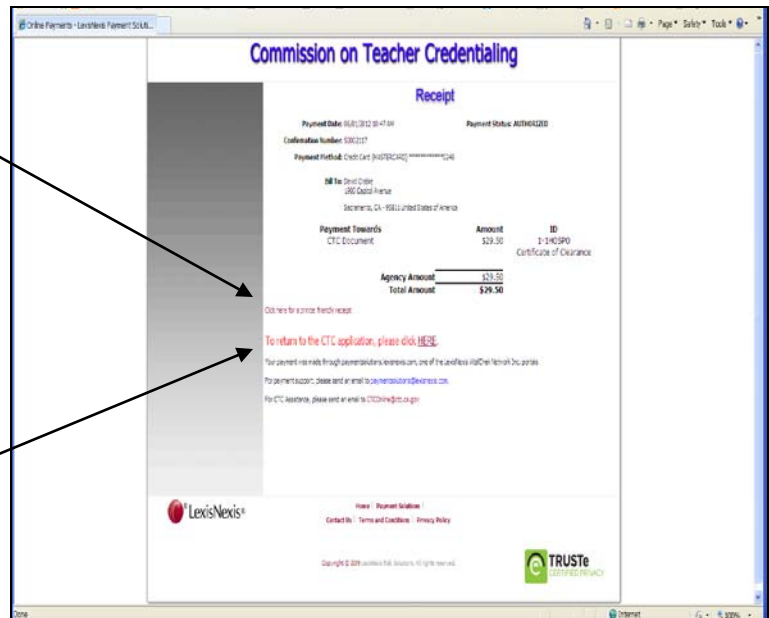
12. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

The screenshot shows a web browser window with the URL <https://blmcpaymentolutions.lexisnexis.ca>. The page header features the CA.GOV logo and the text "COMMISSION ON TEACHER CREDENTIALING" and "Creating Educator Excellence". A grey bar at the top displays "Total Amount: \$29.50". The main form is divided into two sections: "Billing Address" and "Payment Information". The "Billing Address" section includes radio buttons for "Domestic (US and Puerto Rico)", "Mexico (APO)", and "International (including Canada, Mexico)". Below these are input fields for "Cardholder First Name", "Cardholder Last Name", "Zip Code", "Address", "Address Continued", "City", "State" (a dropdown menu showing "CA"), "Email Address", and "Phone". The "Payment Information" section has a "Payment Type" dropdown set to "Credit Card", a "Card Number" input field, and an "Expiration Date" dropdown. At the bottom of the form are two buttons: "Go Back" and "Continue". A red LexisNexis logo is in the bottom left corner. An arrow points from the instruction text to the "Continue" button.

13. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**

This screenshot shows the same payment verification form as above, but with sample data entered. The "Billing Address" section has the "Domestic (US and Puerto Rico)" option selected. The fields are filled with: "Cardholder First Name: David", "Cardholder Last Name: Clark", "Zip Code: 95833", "Address: 3800 Taylor Avenue", "Address Continued:", "City: Sacramento", "State: CA", "Country: United States of America", "Email Address: dclark@ca.gov", and "Phone: (916) 445-6200". The "Payment Information" section shows "Card Number: 1234567890123456" and "Expiration Date: 01/2014". A checkbox labeled "By checking this box, you are authorizing the payment of the full amount." is present. The "Go Back" and "Complete Payment" buttons are at the bottom. A red LexisNexis logo is in the bottom left corner. An arrow points from the instruction text to the "Complete Payment" button.

14. Use the 1<sup>st</sup> link provided to obtain a printable receipt for your reference.



15. After printing your receipt, you can return to CTC Online with the link “To return to the CTC application, please click here.”

16. The final landing page provides directions back to the Educator page or to log out of CTC Online.

